A typed-out portion of the handwritten phonetic system contained in **A Manual of Current Shorthand** by Henry Sweet (1892).

Note: The numbers in parentheses refer to the pages numbers of the hand-written document, not to the PDF pages.

Where his shorthand outlines appear, I have left an underscored blank area (___). I refer you to the orignal document for the formation of the outlines. Note the convention which he uses: a "single dot" or "two dots" next to some outlines is not part of the outline, but rather is given to indicate position relative to the horizontal line. If there are no dots, assume that outline is written "on the line".

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---------- THE ALPHABET ----------

----- General Principles -----

Consonants are expressed by full-sized characters, such as ___ (t), ___ (s), vowels by small characters, as in ___ **city** (siti). Some vowels, such as ___ (i), are written on the 'high-mid' level, others on the 'low-mid' level, such as (ai) in ___ **night**. Long vowels are expressed by lengthening, as in ___ **seen**, **scene** (siin).

The only consonant that is written small is (l), expressed by low-mid ___ before a vowel as in ___ **lit**, ___ **line**, by high-mid after a vowel, as in ___ **tile**.

The other consonants are distinguished by projection. 'Short' consonants, such as ___ (t), do not project at all. Of the 'long' consonants some are 'high' such as ___ (b), some 'low', such as ___ (k), and some 'tall', such as ___ (tsh). Examples: ___ **beat**, ___ **sick**, ___ **teach**.

If the vowel before or after a consonant is not written, the simple stroke is used to show the presence of a vowel – generally (e) or (ə): ___ ate

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(et), ___ **the city** [note that **the** is generally run on to the following word].

If two consonants come together without any vowel between, forming a 'consonant-group', they are, if possible, joined together without any stroke between, as in ___ **bless**, ___ **little**, ___, ___ being 'ligatures'.

If this cannot be done, they are 'crowded' together as closely as possible, or written detached with the smallest possible space between, as in ___, ___ **bitten**, or else 'grafted' together, as in ___ **anxious**.

But many consonant-groups are expressed by simple characters, such as ___ (ssh). Such groups as (st, ss) are expressed by joining the loop of the (s) directly on to the (t), as in ___ **stile**, **style**, ___ **sits**.

A consonant-character standing alone is used as a 'sign', that is, a contraction of some special word or of several words having the same sound: ___ = **to**, **too**, **two**. ___ = **twice**.

Some contractions are made by writing 'in position' – 'raised' or 'lowered'. Thus raised ___ = **it.** ___ = **its**, **it is** (its). lowered ___ = **than**.

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Letters and sounds are distinguished as <u>initial</u>, <u>medial</u> and <u>final</u>, according as they occur at the beginning, in the interior, or at the end of a word.

When we express short-hand outlines by ordinary letters, we use (-) to denote the stroke, as in **dh-n** = ___ **then**.

----- Vowels -----

: ___ ___ 'short, long stroke' (e,ə; ei) : ___ **men**, ___ **a pen**; ___ **name**. When the short stroke expresses (ə), it is written as short as possible. ___ by itself, detached, = **are**, and occasionally **a**, which is generally distinguished from **are** by being joined to the following word in the same way as **the**. Medially all weak vowels are expressed by the stroke, as in ___ **phonetic**, ___ **settling**.

The 'low stroke' is used to express (h), as in ___ **head**, ___ **hit**, because (h) is a kind of vowel. ___ = **how**.

: ___ ___ 'high up-hook' (i,ii) :___ **sit**; ___ **seat**. Initial and final weak (I) are always written in full, as in ___ (imit) **emit**, ___ **city**, distinguished from ___ **omit**,

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__ **sitter** (əmit, sitə), medial weak (i) being expressed by the simple stroke. ___ = **he**. Raised (i) expresses the ending **-ly**: ___ **merrily**, ___ **namely**.

: ___ ___ 'low up-hook' (ai; aa) : ___ **I**, **eye**, **aye**, ___ **mighty**; ___ **fast**, ___ **star**. It will be observed that as there is no short (aa) in English, ___ is utilized to express the very frequent diphthong (ai). After some consonants – especially the high down-loop ___ (v) – these vowels may be written inside the curve : ___ **vast**, ___, ___ **shine**.

: ___ ___ ___ ___ 'double up-hook'(yu, yuu; u, uu) : ___ **unite**, ___ **unit**; ___ **cook**, ___ **moon**. In ordinary writing it is not necessary to lengthen the stroke of (yuu) : ___, ___ **duty**. ___ = **you**. ___ = **who**.

: ___ ___ 'high down-hook' (e; ei). These characters are only occasionally written instead of short and long strokes, but it is often useful to write them when special distinctness is required. Thus ___ is clearer than ___ which might be taken for (əb) as well as (eb). ___ is sometimes more convenient than the long strong, as in ___ **babe**.

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: ___ 'low down-hook'(æ) : ___ **add**, ___ **cab**.

: ___ ___ 'double down-hook' (yuə,yuuə; uə,uuə) : ___ **fewer**. ___ **dual**, **duel**; ___ **poor**. ___ = **you are**. ___ **who are**.

: ___ ___ 'high up-loop' (o; ɔ) : ___ **sorrow**; ___ **autumn**. The first form of the short vowel – the 'round curve' – may be written initially, and is necessary when the vowel is detached, so as to distinguish it from ___ – the detached form of the down-loop ___.

: ___, ___ "low up-loop'(au; ou) : ___ **now**; ___ **own**. Detached ___ = **out**. These vowels may be written inside the curves of certain consonants in the same way as (ai) : ___ **vote**, ___, ___ **shout**.

: ___, ___ 'high down-loop'(ə; əə). The short vowel is written only in contractions, such as ___ **her**, being otherwise expressed by the simple stroke. The long vowel always keeps its shape when final, as in ___ **cur**. Before a consonant the curve may be straightened, as in ___, ___ **bird**. Before **t**, **n** etc. the loop is

joined directly on to the consonant, the stroke being shortened, as in ___ **assert**, ___ **burn**. Before an up-curve consonant it may be expressed by an up-loop

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run on : ___ **burst**, ___ **curse**.

: ___, ___ 'low down-loop'(a; eə) : ___ **dull**; ___ **care**, ___,___ **airy**.

: ___ ___; ___;___ ___; ___ ___ (iə,iiə; aiə; oə,ɔə; auə,ouə) : ___ **carrier**, ___ **career**; ___ **fire**; ___ **follower**, ___ **gnawer**, **Noah**; ___ **sour**, ___, ___ **shower**; ___ lower. (ɔə) differs so slightly from (ɔ) that it is generally written in the same way : ___ **saw**, **soar**, **sore**.

In the rare combinations (iio, aiau) etc. the detached forms of (o, au) are used, as in ___, Aeolic.

----- Detached Vowels -----

In the rare cases in which it is necessary to write a low vowel immediately after a high one, the low vowel is written detached under the high one : ___ **Pompeii**.

Vowels and strokes may be detached in other cases when convenient. Thus **weigher** may be written ___ or ___.

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----- Arbitraries -----

The following marks are written small, like vowels, to express very common words:

: ___ **and**. Compare the use of the hyphen (-) as a joiner.

: ___ **or**.

: ___ **an**.

: ___ **of**.

Examples: ___ **now and then**; ___ **now or never**; ___ **an ear of corn**.

----- Consonants -----

The ***place*** of a consonant is show by its size and projection :___

The most numerous class of consonants --- the point--- are written short: ___ ___ ___ (t,d,n); ___ ___ (s,z); ___ ___ (th,dh); ___ (r).

The lip-consonants are all written high, as being formed high up in the mouth: ___ (p,b,m) ___ (f,v)

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___ (w).

The back- and throat- consonants and the front consonant (y) are written low : ____ (k,g,ng); ___ (h); ___ (y). As (sh,zh) are formed further back in the mouth than (s,z) they are written low : ___ (sh), ___ (zh).

The tall characters are assigned to consonant-groups or compounds, mostly containing (sh,zh) or (y) such as ___ (tsh), ___ (dzh), ___ (ny).

The ***form*** of consonants is show by their shape: --

Breath stops are expressed by a 'sharp stem' or bar, to symbolize their sharp, hard sound and the stoppage of the breath : ___ ___ ___ ___ (t,p,k,tsh) :___ **typical**, ___ **touch**. (tsh) may also be expressed by the ligature ___, as in _____ **Chichester**. ___ = **to(o)**, **two**. ___ = **up**. ___ = **because**.

The corresponding voice stops are expressed by rounding the tops of these stems to symbolize the greater softness of the voice stops, giving the 'down-hooks' ___ ___ ___ ___ (d,b,g,dzh) : ____ **double**, ___ **guide**, ___ **ridge**. (dzh) may be written ___: ____ **judge**.

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___ = **but**. ___ = **again**.

The consonants most allied to the voice stops are the nasals, which are accordingly expressed by inverting the voice-stop characters, giving the 'up-hooks' ___ ____ ___ (n, m, ng), as in ____ **meaning**. ___ = **on**. ___ = **in**.

The following table shows the relations of the three classes of consonants:

	point	lip	back
breath stop	___ t	___ r	___ k
voice stop	___ d	___ b	___ g
nasal	___ n	___ m	___ ng

:___ (ny) : _____ **union**.

The breath hisses are expressed by up-loops, the corresponding voice consonants or 'buzzes' by down-loops:

	point	lip
breath hiss	___ s	___ f
voice hiss	___ z	___ v

Examples : ___ **safe**, ___ **visit**. ___ = **is**. ___ = **for**, **fore**, **four**.

(sh, zh) are reversed, the more easily written ___ being assigned to the more frequent (sh), the tall

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forms of these characters being used to express their combination with preceding (n) :

___ sh ___ zh ___ nsh ___ nzh

Examples: ___ **ship**, ___ **rouge**; ___ **inch**, ___ **singe**.

As (dh) is very frequent initially in such words as **the**, **then**, it is expressed by the round curve ___, while it is a good initial, but does not join so well to a preceding character. The breath (th) is expressed by ___ :

___ th ___ dh

Examples: ___ **thin**, ___ **then**, ____ **the south**. The stroke may be drawn through the middle of ___, as in ____ **thigh**. Observe the distinction between ___ (thii) and ____ (thei). ___ = **thing**. ___ = **the**, **thee** ___ = **this**.

The two vowel-like consonants (y,w) are mainly initial and are therefore expressed by the 'flat curve) ___ ____ , which, like ___ is best as an initial:

___ w ___ y

Examples : ___ **wine**; ___ **year** . The distinction between voice (w) and breath (wh) may generally be neglected in writing as it usually is in pronunciation; thus ___ = **whine**. When necessary (wh)

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is expressed by ___, as in ____ **Whiston**. ___ = **one**, **won**. The vowel-stroke before these characters is for convenience written flat: ___ **away**, **a way**, ___ **a year**.

The likeness in sound between (r) and (l) is show in the likeness of their symbols, (r) being expressed by the 'double hook', (l) by the flattened double hook or 'wave' , the tall ___ being used, similarly to ___, to express (ry) or (ri) before a vowel:

___ r ___ l ___ ry

Examples: ____ **rearing**, ___ **lyric**, ___ **burial**.

Initial (r) may be expressed by the flat curve ___, which is however liable to be confused with ___ : ___ rain [____ the rain]. In English final (r) is always dropped except before a word beginning with a vowel; so, as in Shorthand we always write the shortest forms, we ignore final (r) altogether, writing not only ___ **card**, but ___ **far**, even when a vowel follows, as in **far away**.

For (l) see under 'General Principles'[ref. page 48]. Long low ___ is used to express (lei), high ___ to express (eil):

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___ **let**, ___ **late**, ___ **pleasant**, ___ **plate**; ___ **tell**, ___ **tale**, **tail**, ___ **Welsh**, ___ **Wales**. A vowel-stroke is added to final (lei) and prefixed to initial (eil): ___ **lay**, ___ **play**; ___ **ale**, **ail**. When a high vowel is written before high ___, the length of the vowel is best shown by lengthening the wave of the (l), as in ___ **feel** compared with ___ **fill**. A vowel stroke before low (l) must be written under the line: ___ **a letter**, ___ **allay** [___ **elm**]. In some cases (l) is expressed by

the 'stem-wave'___, which always implies a following vowel. It is necessary when consonant + vowel + (l) is followed by a low vowel, as in ___ **malign**, unless a break is made by writing ___. Final ___ expresses (lə), as in ___ **seller**, **cellar**, ___ **sailer**, **sailor**. Initially it is utilized to express (il), so as to avoid inconvenient joints: ___ **elate**, ___ **illumine**. ___ = **all**.

(h), the open throat consonant, is expressed by the low circle ___, but oftenest by the low stroke ___. The circle is, however, sometimes more convenient, as in the combination (hei) : ____ **haste**. It is also used to express

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Scotch **ch** in **loch** ___.

{END OF SECTION}

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----- Consonant groups -----

As there are more simple characters than are required for the simple consonants, the superfluous ones are used to express consonant-groups. Of these the tall characters have already been described.

As the 'indented down-hooks' ___ etc , and the 'back round curves' ___ etc. are good finals and bad initials, they are assigned to the groups (nt,nd) etc, which never occur initially, the sharp ending of ___ symbolizing the sharp (t):

___ ___ ___ (nt,mp,ngk) ___ ___ (nd,mb)

Examples: ___ **went**, ___ **empire**, ___ **ink** ; ___ **send**, ___ **nimble**. ___ = **unto**. ___ = **into**. ___ = **under**. The low back round curve being inconvenient, (ngg) is expressed by looped-up (ng) : ___ **linger**, ___ **tangle**.

___ (kw) : ___ **quick**, ___ **liquid**. ___ = **quite**.
___ (ly) : ___ **alien**, ___ **value**.

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The combination constant + (t) is expressed by waving stems and notching curves:
___ ___ (pt,kt) ___ ___ (mt,ngt) ___ ___ (ft,sht)

Examples: ___ **apt**, ___ **tact**; ___ **empty**, ___ **instinct**; ___ left. These characters are used chiefly where the (t) is radical, that is, forms part of the body of the word.

Combinations with (s,z) are expressed by loops:

___ ___ ___ ___ (st,sp,sk,stsh) ___ ___ __ (ts,ps,ks) __ __ (pts,kts) ___(lz). Examples: ___ **state**, ___ **quartz**, **quarts**; ___ **speak**, ___ **copse**; ___ **sky**, ___ **six**; ___ **mischief**; ___ **adopts**, ___ **tracts**; ___ **tells**, ___ **tales**.

As there is no such combination as hiss + (s,z), the loop after hiss-consonants is used to express weak vowel + (z) : ___ (tsh-z) : ___ **riches**, ___ **teaches**.

___ ___ (zb, sw) ___ ___ ___ (sn,sm,sf). Examples: ___ **husband**, ___ **swift**; ___ **snow**, ___ **smoke**, ___ **sphere**.

___ = **twice**. ___ = **its**, **it is**. d = **some**, **sum**.

Consonants ending in an open loop add (s,z) by looping up the curve. As a general rule the simple

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loop means (z), the stroke being drawn through the curve to express (s), thus ___ (nz) ___ (ns). Combinations in which (z) is impossible are written with the simple loop, such as ___ (fs).

___ ___ ___ (nz,mz,ngz) ___ ___ (ndz,mbz) ___ ___ (fs,fts)

Examples: ___ **sins**, ___ **crimson**, ___ **sings**; ___ **sends**; ___ **laughs**, ___ **lifts**.

In the following ligatures the loop implies weak vowel + (z) :

___ ___ ___ (s-z, zh-z, nzh-z) ___ ___ ___ (ny-z, ly-z, ni-z) ___(l-z).

Examples: ___ **misses**, ___ **measures**, ___ **ranges**; ___ **sinews**, ___ **values**, ___ **terriers**; ___ **sailors**.

Such groups as (kst) are expressed by adding the 'notched double hook', which is looped up to add (s) :

___ ___ (kst, dst) ___ ___ (ksts, dsts)

Examples: ___, ___ **text**, **texts**, ___ **midst**.

Radical (dz, bz, gz) are expressed by the ligatures ___,___,___: ___ **adze**, ___ **zigzag**.

(r) is added to stems in the form of a 'back ring' :

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___ ___ ___ (tr,pr,kr) ___ ___ ___ (dr,br,gr) ___ ___ ___ (str,spr,skr) ___ ___ (tshər dzhər) . Examples : ___ **try**, ___ **pride**, ___ **secret**; ___ **dry**, ___ **bright**, ___ **green**; ___ **street**, ___ **spread**, ___ **screw**; ___ **treachery**, ___ **drudgery**. ___ = **perhaps**. ___ (ktr), ___ (mpr), ___ (ndr) etc. are less convenient, and are generally avoided by contraction.

The combination up-loop consonant + (r) is expressed by adding the 'circle-loop':

___ (mr) ___(nggr) ___ (fr) ___ ___ (zhər. nzhər)

Examples: ___ **Nimrod**, ___ **angry**, ___ **free**; ___ **treasury**, ___ **injury**. ___ = **from**.

After down-loop consonants the (r) is written in full, crowded on :

___ ___ (vr, shr) : ___ **reverend**, ___ **shrill**.

Consonant + (w) is expressed by adding the 'forward ring', which is written upwards or downwards, as is most convenient, (kw) being written ___:

___ ___ ___ (tw, skw, dw).

Examples ___ **twitch**, ___ **square**, ___ **dwell**.

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(mf) is written ___, the second element being a slurred (f) : ___ **nymph**, ___ **emphasis**.

The other consonant-groups are expressed by simply joining their elements.

The (l)-combinations have been already described. The following are additional examples : ___ **level**, ___ **splendid**, ___ **helmet**, ___ **wealth**.

___ ___ ___ (tth, pth, dth) ___ ___ (nth, ngth) : ___ **eighth**, ___ **depth**, ___ **breadth**; ___ **tenth**, ___ **length**.

(thr) is written ___, as in ___ **thread**, ___ **thrice**, there being no (sr) in English, which this ligature would otherwise represent. So also the rare (thw) may be written ___, as in ___ **thwart**.

(y) is added to a consonant in the double hook form crowded on, as in ___ (dy) : ___ **guardian**. (w) may be added in the same way, thus (bw) may be written ___ as well as ___.

In groups beginning with short characters these may be raised, implying that there is no vowel between, as in ___ **anthracite**, ___ **aesthetic**.

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So also (nt,mp,ngk) may be written __, ___, ___, especially in the combination (ngt, ngkt), as in ___ **defunct**.

Inconvenient joints may always be avoided by breaks or grafts, which are necessary in some combinations, such as (ngst, ngsh), as in ___ **songster**, ___ **anxious**.

----- Rising Consonants -----

In order to avoid unnecessary connecting-strokes the high, and some of the short, consonants are provided with rising forms, which are generally written only finally, being used chiefly in contractions. Most of the 'risers' join best to an up-curve character; some of them cannot be written at all after a stem. When risers are written detached, we graft them on to a horizontal stroke to distinguish them from the ordinary descending consonants. The following are the short riser, which are joined to vowels as well as consonants :

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___, rising (dh), is used also to express (z) : ___ **with**, ___ **although**; ___ **knows**, **nose**, **noes**, ___ **pities**, ___ **borrows**, ___ **lies**.

___, rising (t), expresses inflectional (t,d id): ___ **felt**, ___ **filled**, ___ **pitied**.

The following are the high risers, which cannot be added to high vowels or high mid (l):

___, rising (p), is written as upright as possible: ___ **telescope**.

___, rising (b) : ___ **tribe**, ___ **tribal**.

___, rising (f), is not quicker to write than descending (f), and is therefore only used in contractions, such as ___ **enough**, ___ **self**, ___ **selfish**.

___, rising (v) : ___ **alive**, ___ **defective**; ___ **selves**.

___ ___, rising (m), may curve either way : ___ **time**, ___ **kingdom**.

When a character is added to a riser, a break must generally be made as in ___ **roomy**, except when inflections are added (see next section).

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----- Finals -----

As there are many forms which are easy to write in themselves, but cannot be joined to a following character, these 'finals' are assigned to the inflectional endings (s,z; t,d; ing).

The (s,z)-loops have been already described. The (z)-loop may be added to vowels in the same way as to (n): ___ **stars**, ___ **sores**, **soars**, **saws**. After down-curve vowels the loop is turned the other way: ___ **cares**. This loop is chiefly added to long vowels, ___ being generally written after short vowels -- always after up-curve vowels -- for the sake of distinction: ___ **settees**, ___ **cities**.

After ___, ___ etc. the loop is modified thus:
___ ___ ___ ___ (z-z, vz, sh-z, nsh-z) ___ ___ (ps-z ks-z) ___ ___ ___ (nts, mps, ngks) ___ (ngg-z) : ___ **houses**, ___ **leaves**, ___ **fishes** [___ **fishers**], ___ **inches**; ___ **copses**, ___ **taxes**; ___ **tents**, ___ **stamps**, ___ **sinks** ; ___ **fingers**.

In some combinations the loop is made into a back or downwards hook:

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___ ___ ___ ___ (dz, bz, gz, dzh-z) ___ ___ ___ (tths, dths, nths): ___ **adds** [___ **adze**], ___ **cabs**, ___ **dogs**, ___ **judges**; ___ **depths**, ___ **tenths**.

Final (ths, khs) are written ___, ___ : ___ **myths**, ___ **lochs**.

Special ligatures are provided for (nt-z, nd-z) etc., to avoid inconvenient joints:

___ ___ ___ (nt-z, mp-z, ngk-z) ___ ___ (nd-z, mb-z) : ___ **centres**, ___ **tempers**, ___ **anchors**; ___ **cinders**, ___ **members**.

As we have seen, inflectional (t,d) are expressed by ___ after vowels and ___ ___. After up curve consonants the 'back down-stroke' is written: ___ **fined** [___ **find**], ___ **seemed**, ___ **winged**, ___ **sniffed**, ___ **sifted**, ___ **rouged**. This stroke is also written after vowels -- especially long up-curve vowels: ___ **stored**, ___ **starred**, ___ **owed**. Otherwise the 'flat stroke' is used: ___ **suited**, ___**risked**, ___ **seized**.

Inflectional (ing) is expressed, when convenient, by the 'rising back-tick' : ___ **sitting** [___ **sittings**], ___ ????

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The risers are modified by inflections thus:

s,z:	___ ps	___ bz	___ fs	___ vz	___ mz	___ x-z
d,t:	___	___	___	___	___	___
ing:	___	___	___	___	___	___
ə:	___		___	___		

----- Implied Characters -----

(li) + high consonant is expressed by raising the (l): ___ **lip**, ___ **limited**.

(a) followed by a short consonant is expressed by lowering that consonant, the stroke being lengthened to express (aa): ___ **none**, ___ **bud**; ___ **tart**, ___ **bard**. After a low consonant it is better to write the vowel, as in ___ **garden**, as lowering would obscure the line of writing.

In the combination consonant + (l) + vowel, the (l) may be implied by lengthening the stroke before the vowel : ___ **slip**, ___ **climb**, ___ **blot**. Lengthening the stroke before (æ, uə, a, eə) gives ___, ___, ___, ___, and as these are not used as vowels,

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they may be used to express (læ, luə, la, leə) initially as well as after a consonant: ___ **land**, ___ **black**; ___ **lure**; ___ **luck**, ___ **pluck**; ___ **lair**, ___, ___ **laird**.

But as final (li) is expressed by ___, a long stroke before final (i) may be used to imply (r), which gives a convenient way of writing such ligatures as (nr, ndr), __ being liable to confusion with ___ (th) : ___ **Henry** [___ **Henley**] , ___ **memory**, ___ **boundary**.

Medial (h) may be implied by drawing a vowel-stroke through an initial consonant : ___, ___ **behave**, **behaviour**. The same method is used to express two vowels, one of which is stressed, as in ___ **chaos** and the contraction ____ **create**.

(s,z, th) before a high consonant are implied by raising the preceding vowel. ___ **isthmus** (isməs), ___ **cosmic**, ___ **rhythm**. (e, æ) are expressed by a short stroke detached from the preceding consonant: ___ **chasm**, ___ **mesmerism**.

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---------- CONTRACTION ----------

Contractions make the writing quicker and more compact. We contract not only by *omission*, but also by the *substitution* of easier characters of similar sound. And in contracting we try to get rid of the difficult elements and keep the easiest ones. The ease of a character depends partly on its brevity, partly on the way in which it joins to other characters. Although short characters and short strokes are generally easier than long ones, complicated characters are often easier long than short; this is why we exclude ___ from our alphabet, while admitting the long ___ ___. The sharper an angle, the easier it is; but blunt curves are easier than sharp ones. Hence such an outline as ___ is apt to become ____, while ___ ___ tend to slur or 'degrade' into ___ ___; so that obtuse angles are not used at all, and right angles very little in good systems of writing. The most important principle in joining is to *avoid reversal of direction*. Thus ___, ___, ___, ___ are much

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quicker and easier than __, ___, ___ etc. Hence it is easy to avoid the sharp curve in ___ by writing ____. Hence also we write ___ after up-curves, as in ___ **alive**, ___ after down-curves, as in ___ **dove**.

There are different degrees of contraction, varying in definiteness. In **Mr.B.**, **B** is a free, **Mr.** a fixed contraction. Of the fixed contractions of Current Shorthand, some -- called *general* contractions -- can be brought under general rules, while others -- the special contractions -- have to be learnt one by one. The special contractions include *signs*, or contractions of separate words, and contractions of *prefixes*, such as **sub**- and *endings*, such as -**ness**, which we include under 'limb'. Limb-contraction brings out the 'stem' or body of the word, more clearly, and makes it easier to contract it.

One general rule of contraction is to keep the most prominent elements of a word. The phonetically prominent elements are the strong (accented) vowels, and the syllables that contain them. Thus is **photograph**, **photo*graphic**, **pho*tography** the most

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prominent syllables are (fou, græ, to), and accordingly we contract these words into ___ ___ ___ respectively. From another point of view the most prominent parts of a word are its beginning and end, whether strong or weak, which, accordingly, we keep as often as possible. All these conditions are fulfilled in such a contraction as ___ **idiosyncrasy**.

The other main principle is to keep the *distinctive* elements of a word, that is, those characters by which it is distinguishable from other words of similar sound, especially when they are liable to be confounded with it through similarity of meaning. Thus we cannot distinguish **sit** from **sat** without writing the vowels, while in **bring** and **brought** the consonant-skeletons are enough to keep the two words apart. It is evident that the rarer a sound is, the more distinctive it is; thus it will be easier to find out **Mr. Z** than **Mr. S**.

It is evident that all these principles cannot always be harmonized, and that in practice

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we must often sacrifice one to the other, especially when we have to provide a number of signs combining utmost brevity with perfect distinctiveness.

---------- General Contractions ----------

----- Vowels -----

The first stage of vowel-contraction is to express (e,a) and medial weak vowels generally by the short, (ei) by the long stroke -- contractions with which we are already familiar. When the consonant-skeleton is distinctive enough, other strong vowels may be expressed by the short stroke, especially (æ), the vowel nearest to (e). Thus __ = **cap**, and also **cape**, **keep**, **cope**, **cook**, whenever the context is clear enough. We call such outlines as __, __ = **net**, **night**, **note**, etc. 'neutral outlines'.

It is often convenient to shorten the long stroke and this may be done whenever it does not cause confusion, as in ___ **change**, ___ **failure**.

The vowel-stroke may always be omitted before

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characters denoting non-initial sounds, such as (ks) in **accept** ___ etc. ; and after non-final ones, such as (r, ry, ny, la, ngg, mb, stsh) as in ___ **error**, ___ **terrier**, ___ **sinew**, ___ **cellar**, ___ **linger**, ___ **member**, ___ **posture**. Also in many isolated words: initially in ___ **annoy**, ___ **allow**; finally in ___ **nature**, ___ **nausea**; initially and finally in ___ **anathema**; even strong vowels may be dropped, as in ___**athlete**. Always after **an**: ___ **an enemy**.

It is especially desirable to get rid of a vowel-stroke when two vowels come together. The vowel of (-ing) may be ignored after a long vowel or diphthong, as (ng) never occurs in this position: ___ **seeing**, ___ **sighing**. When two weak vowels come together medially, one stroke is generally enough for both, as in ___ **arduous**, ___ **axiom**. When a strong and a weak vowel come together, it is, of course, best to drop the weak one, as in ___ **archaic**, ___ **naive**, ___ **poem**; unless the weak one is initial, as in ___ **hiatus** [see under consonants].

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A weak vowel may often be dropped between two consonants so that they are joined together into a ligature. Such contractions are especially useful in doing away with the necessity of writing ___: ___ **credulous**, ___, ___ **rely**. Final (l) preceded by a weak vowel should as a rule be written low, as in ___ celestial, the high final (l) being written only after a strong vowel, as in ___ **personnel** distinguished from ___ **personal**, or when a weak vowel is distinctive, as in ___ stipulate distinguished from ___ stipple. (r) also lends itself to this kind of **contraction**, as in ___ **rigorous**, ___ **marine**. Examples with other consonants are ___ **opposite**, ___ **repartee**.

(aiə, auə) may often be shortened to (ai, au): ___ **science**, ___ **towel**. (yuə, uə) may always be written (yu, uu) before (r): ___ **tourist**.

As there are special ways of writing inflectional (z), full final ə may be used to express the ending (-aiz): ___ **baptize**, ___ **idolize** [___ **idlers**]; ___ **civilize**, ___ **generalize** [___ **general**].

For a similar reason (-tyuud) may be shortened

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to (t-d) or even (-d) : ___ **rectitude**; ___ **latitude**, ___ **solitude**, ___**exactitude** [___ **exact**].

As (f) is rare finally, it may be used to express the ending (**-fy**) : ___ **horrify**, ___ **pacify**, ___ **modify**. The c which appears in derivatives of these words need not be written. __ **pacifactory**, ___ **pacification**.

----- Consonants -----

It is a general rule to omit (h) in all words whose weak forms drop it in speech, such as **he**, **his**, written ___, ___. As it is dropped in vulgar speech entirely, it may be dropped in writing also in all familiar words.

(y) may often be dropped after a consonant, as in ___ **angular**, ___ **recipient**.

(r) after a consonant may often be dropped, especially in weak syllables: ___ **prepare**, ___ **preserve**; ___ **caprice**, ___ **sacred**. This omission is especially convenient in (ntz) etc., and when (fr) is followed by a low vowel : ___ **entry**, ___**doctrine**; ___**frugal**.

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Inconvenient consonant-groups can often be lightened by dropping one of the consonants :--

g(n): ___ **ignore**, ___ **repugnant**.

(g)n: ___ **dignity**, ___ **signal**, ___ **signify**.

m(n), m(f), m(w): ___ **chimney**, ___ **remnant**; ___ **emphasis**, ___ **pamphlet**; ___ **memoir**

n(m): ___ **enmity**.

Difficulties may often be got rid of by substitution.

Thus the tall consonants make bad initials, because they obscure the line of writing. Hence initial (dzh) is regularly expressed by the unambiguous (zh), which can also be written non-initially in most words. The choice between it and ___ depending mainly on curve-direction: ___ **joy**; ___ **siege**; ___ **dudgeon**. So also (sh) may often be written for initial (tsh), as in ___ **chill**. Non-initial ___ is easy, and should always be written except where ease of joining calls for ___, which is especially the case after (r,k) as in ___ **capture**, ___ **lecture**.

s(t): ___ **assistant**, ___ **custom**, ___ **costume**,

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___ **sustain**, ___ **mystery**, ___ **mysterious**.

s(tr): ___ **apostrophe**, ___ **boisterous**, ___ **magistrate**, ___ **restrain**, ___ **restraint**

(n)s: ___ **nonsense**, ___ **censorious**.

s(th): ___ **aesthetic**, ___ **anaesthetic**.

Final (st) may often be expressed by the cross-loop, especially after (zh), where it gets rid of an inconvenient joint: ___ **colonist**, ___ **colonists**, ___ **linguist**; ___ **digest**, ___ **apologist**. If a full consonant is added, the short loop must be used: ___ **digestive**, ___ **register**.

The loop may also be used to express (ns), as in ___ **diligence**, ___ **divergency**.

n(t), n(d), m(b): ___ **sentence**, ___ **maintain**; ___ **random**; ___ **pompous**, ___ **emperor**; ___ **assemble**, ___ **symbol**, **cymbal** [___ **simple**], ___ **Cambridge**.

(m)pt, (m)pt(r); (ng)ks : ___ **empty**, ___ **symptom**; ___ **peremptory**; ___ **adjunct**.

ng(g)l : ___ **angle**, ___, ___ **bungle**.

(kw) may be extended to (ngkw, nggw) as in ___ **relinquish**; ___ **sanguine**, ___ **language**

s(k)w : ___ **squire**, ___ **squall**.

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sh(w): ___ **thwart** [___ **thought**], ___ **Thwaites**.

The weak ending **-ate** may generally be dropped, especially in verbs where the (t) is changed to (sh) before the derivative endings **-ion**, **-ation**, and is dropped before other endings. Hence we may write ___ or ____ **abominate** parallel with ___ **abomination**, ___ **abominable**. So also ___ **affiliate**, ___ **accelerate**, ___ **deliniate**, ___ **hesitate**, ___ **imitate**, ___ **renovate**, ___ **ventilate**; ___ **accumulate**, ___ **deliberate**, ___ **nominate**, ___ **obliterate**, ___ **remonstrate**. The ending must of course be kept in such words as ___ **personate** [___ **person**].

As initial (z) is rare, it may be written for (igz-), and (riz-) may be shortened in the same way when there is not any danger of clashing: ___ **exhaust**, ___ **examine**, ___ **exaggerate**, ___ **exact**, ___ **resent**, ___ **reserve**, ___ **reservation**, ___ **result**.

Final (e, æ) in words of more than one syllable are used to imply final (k, kl), which seldom require to be distinguished: ___ **academic(al)**, ___ **cosmetic**, ___ **domestic**; ___ **emphatic**, ___ **dogmatic**, ___ **pedantic**;

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___ **sceptic**, ___ **eccentric**, ___ **graphic**. Final (o) may be used in the same way when it does not conflic with weak (o) : ___ **diabolical**, ___ **symbolic(al)**, ___ **chaotic**, ___ **logic**. **-al** may be added by means of low-mid ___, detached if necessary. : ___ **fanatical**, ___ **logical**. As (i) cannot well be used in this way, (ik) is written: ___ **empirical**, ___ **pacific**, ___ **scientific**. **-istic** is made into (isk, sk) : ___ **statistical**, ___ **statistics**, ___ **fatalistic**, ___ **linguistic**; ___ **realistic** [___ **real**]

As the combination (ryuu) does not occur in English, it may be used to imply contraction, as in ___ reduce, ___ refuge, ___ refuse.

(r) may often be dropped medially after (eə,uə) and the other diphthongs ending in (ə) : ___ **airy**, ___ **boorish**, ___ **luring**, ___ **firing**.

----- Word-omission -----

The personal pronouns **my** et. may almost always be omitted before **self** and **own**: _____ **I saw it myself, I saw it with my own eyes. to** after a verb may often be omitted. _____ **you ought to knwo what to do.**

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Many other subordinate words may be omitted in quick writing, such as **the**, **a**, **of**, **and**.

----- Special Contractions -----

The most unmistakeable special contracts are those which are fomed by writing ordinary characters in position, or by characters which are not used in ordinary writing, such as --

___ (ə) ___ (ngg) ___

___ ___ ___ ___ ___ (bt,gt,vt,wt,yt) ___ ___ (spt,skt)

___ ___ ___ ___ (st,sp,sk, stsh) ___ ___ ___ (sny, ss, szh)

___ (sd) ___ ___ (sv,ssh) ___ ___ ___ etc.

___ ___ (wr, kwr) etc. __ __ (pnt, tmp) etc.

together with others whose form does not suggest any definite sounds: ---

___ ___ ___ ___ ___ ___ ___

and the 'loop-risers' ___ ___ ___.

Others are formed by using ordinary characters in positions (initial etc) where they do not occur na-

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turally, and assinging special meanings to them, as when __ (ng) is used as the prefix **con-**, ___ (h) as the ending **-hood**. Initial ___ and final ___ are utilized fore special contraction. Initial ___ is taken as (sb) and used for the prefix **sub-**.

------- Limbs -------

As the junction of limb and stem often gives rise to consonant-groups for which no special ligatures are provided, we make it a rule that the stroke between them does not necessarily imply a vowel, as in ___ **submit**, ___ **redness**.

------- Prefixes -------

There are several ways of contracting the stem after prefixes. Short stems are generally contracted by writing only the initial consonant or consonant-group, as in ___ **distant**. But the initial constant is often omitted, as in ___ **observe**. Initial (st) of the stem is often written (s) as in ___ **substance**.

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(altra-) ___ : ____ **ultramarine**

(an-) ___ : ___ **unseen**, ___, ___ **unless**. Vowels and (h) + vowels may often be dropped: ___ **unending**, ___ **unhealthy**, ___ **unhappy** [___ **happy**].

(æb-, æd-) ___: ___ **adjunct**, ___ **abdicate**, ___ **absent**, ___ **absence**; ___ **adverb**, ___ **adverse**, ___ **adversary**. **ab-** may be written in full before (r,l) as it then forms good ligatures: ___ **abrogate**, ___ **ablative**.

(æmfi-) ___ : ___ **amphitheatre**

(ængglo-) ___ : ___ **Anglo-saxon**

(ænti-) ___ : ___ **antipathy**, ___ **anticipate**.

(daiə-) ___ : ___ **dialect**, ___ **dialogue**.

(dis-, diz-) ___ : ___ **descend**, ___ **descent**, ___**dissent**, ___, **despair**; ___ **distant**, ___ **distinguish**. The prefix must be detached or written in full when followed by a low vowel, as in ___, ____ **disown**.

(dzhakstə-) ___ : ___ **juxtaposition**.

(eks-, iks-) ___ : ___ **excell**, ___ **excellent**, ___ **excite**; ___ **eccentric**, ___ **explode**, ___ **extreme**, ___ **extraordinary**.

(əb-, əd-, əg-, ək-) ___ : ___ **(to) ab'sent** [___ **'ab sent**],

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___ **obtain**, ___ **abuse**, ___ **(to) abuse**; ___ **(to) ob'ject** [___ **'object**]; ___ **admire**; ___ **acknowledge**, ___ **agnostic**. (abr-, abl-) may often be written (br, bl), as in ___, ___ **obliterate**, ___ **oblige**. These prefixes may sometimes be dropped entirely, as in ___ **advantage**, ___ **adversity** [___ **adversary**].

(hetaro-) ___ : ___ **heterodox**.

(houmo-) ___: ___ **homogeneous**.

(houmio-) ___: ___ **homæopathic** [___ **homæopathy**]

(in-, im-) __ : ___ **intend**, ___ **impress**, ___ **enquire**, ___ **inhabit**, ___ **inferior**. May sometimes be lowered before low vowels: ___ **inundate**, ___ **enhance**.

(intə- intrə-) ___ : ___ **interfere**, ___ **interference**, ___ **introduce**.

(kauntə-) ___ : ___ **counterfeit**.

(kætə-, kæti-) ___ : ___ **category**, ___ **catalogue**.

(kon, kom-, kən-, kəm-) ___: which before a vowel generally stands for **comm-**, as in ___ **commit**, ___ **common**, the easier (k-n) being generally written in full, as in ___ **connote**. Before a consonant, ___ must

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generally be detached, as in ___ **contend**, unless the initial stem-consonant is dropped, as in ___ **conduce**, ___ **compulsory**. Before (___) it can be joined to the rising forms of these letters: ___, ___ **confine**, -d, ___ **confound**; ___ **convert**, ___ **convince**. ___ by itself = **can**. ___ = (k-ns) being extended to the rare (k-nsh) : ___ **consent**, ___, ___ **consist**, ___ **conciliate**; ___ **conscious**, ___ **conscience**. ___ = (k-nr, k-mr) necessarily implies a consonant before the (r) : ___ **contract**, ___ **contrary**, ___ **compromise**, ___ **comprise**. So also ___: ___ **complex**, ___ **complicate**, ___ **complete**.

(kontrə-) ___: ___ **controvert**.

(mis-) ___, ___: ___ **mistake**, ___ **mistaken**, ___ **mistook**.

(non-) ___: ___ **non-metallic**, ___**nonsense**.

(ob-) ___: ___ **obvious**, ___ **obstinate**; ___ **object**.

(omni-) ___ : ___ **omnivorous**, ___ **omnipotent**.

(poli-) ___: ___ **polyglot**.

(pust-) ___: ___ **postpone**.

(priitə-) ___ : ____ **preternatural**.

(retri-, retro-) ___: ___ **retribution**, ___ **retrograde**.

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(rii-) ___ : ___ **re-cover**, ___ **recover**, ___ **reiterate**.

(sab-. səb-) ___ : ___ **suburb**, ___ **subordinate**, ___ **substance**, ___ **subscribe**. ___ = **subject**.

(səəkəm-) ___ : ___ **circumvent**, ___ **circumstance**. ___**circumscribe**.

(sint-, sin-) ___: ___ **St. John**, ___ **St. Paul's**. ___ = **saint**.

(syuupə-) ___: ___ **superfluous**, ___ **superstitious**.

(træns, trænz-) ___ : ___ **transit**, ___ **transition**, ___ **translate**.

(yuuni-) ___: ___ **universe**, ___ **universal**, ____ **uniform**.

----- Endings -----

The distinction between strong and weak is more important in the endings than in the prefixes. The following are the ***weak endings***, including a few strong endings (marked **+**) formed from them : ---

(-bl, +-biliti): ___, ___. ___ **terrible**, ___ **peaceable**; ___ **inaccessibility**. The low level need not be strictly kept in such words as ___ **susceptible**. But it's better to make a break in such words as ___ **soluble**.

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(-dəm) : ___. ___ **freedom**, ___ **wisdom**.

(-fl) : ___. ___ **useful**, ___ **successful**, ___ **frightful**.

(-græf) : ___. ___ **autograph**, ___ **photograph**, ___ **telegraph**, ___ **telegraphs**, ___ **telegraphed**, ___ **telegraphing**.

(-græm) : ___. ___ **epigram**, ___ **telegram**.

(-hud) : ___. ___ **neighbourhood**, ___ **falsehood**.

(-izm) : ___. ___ **egotism**, ___ **egoism**, ___ **truism**.

(-kræt) : ___. ___ **autocrat**, ___ **aristocrat**.

(-lənd) : ___. ___ **island**, ___ **Ireland**, ___ **England**, ___ **Scotland**. ___ **islands**, ___ **islander**, ___ **islanders**.

(-li) : ___. ___ **widely**, ___ **narrowly**, ___ **truly**, ___ **nearly**. After raised characters, this ending should strictly be detached, but in practice it may often be joined on, as in ___ **usefully**. It may often be shortened to a stroke : ___ generally, ___ **fundamentally**. ___ = **accordingly**. Cross-loops are barbed to show this ending: ___ **mostly**, ___ **falsely** [___ **most**, ___ **false**]

(-mən) : ____, which is assumed to be a closed up (m): ___**fisherman**, **-men**, ___ **clergyman**, ___ **Englishman**, ___ **Englishman's**, **-men's**. ___: **gentleman**. Must not be confused with ___ (mæn), as in ___ ____ n**o man's land**.

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(-mænt, +-mæntri) ___ ___. ___ **ornament**, ___ **settlement**, ___ **instrument**; ___ **rudimentary**.

(+-mentl, +-mentaliti) : ___ ___. ___ **ornamental**, ___ **instrumental**, ___ **instrumentality**. The last two words may be lowered. ___, ___.

(+-mentætiv) : ___. ___ **argumentative**.

(-minstə) : ___. ___ **Axminster**, ___ **Westminster**.

(-nis) : ___. ___ **redness**, ___ **silliness**, ___ **fullness**, ___ **uselessness**, ___ **usefulness**, ___ **ugliness**.

(-səm) : ___. ___ **tiresome**, ___ **handsome**.

(-sən) : ___. ___ **Johnson**, ___ **Morrison**.

(-ship) : ___ . ___ **hardship**, ___ **friendship**.

(-sk-p) : ___. ___ **landscape**, **telescope**.

(-stən) : ___. ___ **Maidstone**, ___, ___ **Gladstone**, **-'s**.

(-stid) : ___. ___, ___ **worsted**, **-s**, ___ **Hempsted**, ___ **Hampsted**.

(-taip) : ___. ____,___ **stereotype**, ___ **prototype**.

(-tən) : ___. ___ **Milton**, ___ **Middleton** [___ **middle**]

(-weiz) : ___. ___ **lengthways**. **-wise** is expressed by unraised ___ : ___ **lengthwise**.

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(-wəd,-wədz): ___ ___, the (z) being often dropped. ___, ____ **inward**, **-s**, ___ **onward**, ___ **forward(s**).

We now come to the ***strong endings***. These fall under four heads: 1) (-shən, -shəs) preceded by strong vowels, as in **cau-tion**, **cau-tious**; 2)(-iti) preceded by strong vowels, as in **ferocity**; 3) three-syllable endings beginning with strong (æ, o) and ending in weak (i,a),such as **di-ameter**, **phil-osophy**, many of those in (i) forming derivatives in **-er**, **-ist**, such as **philosopher**, **philologist**; 4) derivatives, partly of these last, partly of the weak **-gram, -crat, -scope**, ending in (k, kl) preceded by strong (e,æ,o), as in **microscopic**.

(-shən,-zhən) ___ ; (-pshən,-mshən) ___; (-kshən,-ngshən) ___ ;-nshən ___. The short character is assumed to be a back-turned (n), which is written high to imply preceding lip-consonants, low to imply preceding back-consonants, the tall form being used for (nshən), on the analogy of ___ (nsh). When convenient, the back-stroke is grafted on to a preceding up-stroke. Examples: ___, ___, ___ **nation**, **-s**, **-al**, ___ **division**,

___ **revulsion**; ___ **option**, ___ **deception**, ___ **exemption**; ___ **auction**, ___ **dissection**, ___ **junction**; ___ **mention**, ___ **dissention**. ___ may be used (stshən), and also for (tshən, dzhən) when this can be done without causing confusion: ___ **question**, ___ **exhaustion**; ___ **religion**. The short ___ may be raised to show contraction of the stem: ___ **definition**. These endings may be used for the like-sounding -ian: ___ **elysian**, ___ **elision**, ___ **Egyptian**.

(-shəs,-zhəs,-dzhəs) ___; (-pshəs -mshəs) ___; (-kshəs,-ngshəs) ___; (-nshəs) ___. This character is regarded as an unfinished ___ (sh). Examples: ___ **precious**, ___ **nauseous**, ___ **religious**; ___ **captious**, ___ **bumptious**; ___ **fractious**, ___ **anxious**; ___ **pretentious**. (-li) is added thus: ___ **cautiously**, ___ **anxiously**. The otherwise superfluous notched forms may be utilized to add (-nis): ___ **cautiousness**, ___ **pretentiousness**.

(-iti). These words are contracted by joining the final (i) directly onto the preceding strong vowel, intervening consonants being disregarded: ___ **deity**, ___ **gaiety**; ___ **fidelity**, ___ **rarity**, ___ **deformity**,

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___ **purity**. As weak (i) is really intermediate in sound between (i) and (e) the latter is written for convenience after (i) and may be written after (o) also to prevent confusion with the diphthong (oi): ___ **fixity**, ___ **festivity**, ___ **atrocity**.

Words of **class 3)** are uniformly contracted by writing the strong vowel _ a chacteristic consonant + the final vowel, (st) being generally added by cross-looping the consonant: ---

(-ælədzhi,-ist) : ___, ___. ___, ___ **geneology**, **-ist**, ___ **analogy**.

(-olodzhi,-ə,-ist) : ___, ___, ___. ___, ___ **theology**, **-ist**, ___ **philologer**.

(-opəthi, -ist) : __, ___. ___,___ **homæopathy**, **-ist**.

(-okrəsi) : ___. ___ **aristocracy**.

(-igrafi) : ___. ___ **epigraphy**.

(-ografi, -ə): ___, ___. ___ **biography**, ___ **geography**, ___ **photographer**. Written with (f) instead of the more distinctive (g) to avoid change of direction

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(-osəfi,-ə,-ist) : ___, ___, ___. ___, ___ **philosophy**, **-er**, ___, ___ **theosophist**, **-s**.

(-ænthrəpi,-ist) : ___, ___. ___, ___ **philanthropy**, **-ist**, ___ **misanthropy**.

(-æmitə) : ___. ___ **diameter**, **hexameter**.

(-omitri,-omitə) : ___, ___. ___ **geometry**, ___ **thermometer**.

(-onəmi,-ə,-ist) : ___, ___, ___. ___, ___ **economy**, **-ist**, ___, ___ **astronomy**, **-er**.

Class 4) are written like other **-ic**, -**ical** words:

(-gramætik[l]) : ___. ___ epigrammatic.

(-krætik) : ___. ___ aristocratic, ___ democratic.

(-lodzkik[l]): ___. ___ philological, ___ physiological.

(-metric[l]): ___. ___ symmetrical, ___ geometrical.

(-nomik[l]): ___. ___ economic(al), ___astronomical.

(-skopik): ___. ___ microscopic.

(-thropik[l]): ___. ___ philanthropic(al), ___ misanthropical.

(-zofik[l]): ___. ___ philosophic(al)